

F&O Business Operations Office

(Supporting Laboratory Protection (LP), Modernization Project Office (MP), Facility Operations Office (FM), Maintenance & Fabrication Services (MF), Site Services (SI), Energy & Utilities (EU), Staff Services (SS), F&O ALD Groups (DF) and Procurement & Property Management (PR))

Susan M. Perino, CPA

Business Manager - Facilities & Operations Directorate

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Office Task Assignments

("Support" may include all business related support required, including human resources, budgetary, procurement, financial, records management, travel, and property functions.) (See below for acronym definitions)

Nelson Cause

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FM – Overall reporting on space and allocations
Coordination of all prior Plant Engineering (EP) groups to maintain comparability
EU – Management interface
F&O space and recharge rate development efforts and F&O reporting req'mts
Financial chart design, development, analysis & distribution
Supervise C. Hatton & A. Hammil and their assigned functions
Backup for BOM & budget support to all, and LCDS – FM

Cheryl Kuhn

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LP – Lab Protection support (direct & indirect funding)
LCDS – (LP, PR)
PR (Procurement & Property Mgmt) support
Credit card holder/Approver

Marilyn Zane

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Records, Property Management & Telephone Representative
Fuel & diesel budgets and payments
Guest Information System (GIS) (F&O)

Cindy Klemm

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Primary Procurement: Blanket orders, subcontracts, commit & inv. pmts.
Primary MP, MF, FM, SI - HR Issues (108's, Req's, LOA's, etc.)
NYS License Fee, NYPA invoice
Records, Property Management & Telephone Representative backup
Guest Information System (GIS) (F&O) and Travel backup
Credit card holder & coordinator of credit cards for F&O

Claudia Hatton

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DF – ALD, OEM, Business Operations & ESHT&Q group support
MP – Modernization Project Office support
MF – Maintenance & Fabrication support
Organizational burden rate/allocation coordinator (F&O)
Capital Equipment (F&O) – shared duty
LCDS – MP, MF, DF
Credit card holder

Phyllis Lucas

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SS – Staff Services support
SI – Site Services support
LCDS – SS, SI and All labor issues - backup
Capital Equipment (F&O) - shared duty
Space billing, Waste JV, and Fuel & diesel budgets and payments backup

Antonio Hammil

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MF- Maintenance & Fabrication Services - Fabrication Group support
EU – Energy & Utilities support
Assist in Chart Preparation & Special Projects
Electric JV & Tracking
LCDS – EU
GSS system monitor

Additional Business Operations Support

* Individual reports to another group/manager but provides a service related to F&O business operations for a portion of their time.

Pam Yerry *
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Travel Processing
DF – Telephone Reporting
BSA budget

Denise Miesell-Bingham *
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Organization listing update
Recurring Maintenance
Travel processing, contracts, web req's as required
GIS Entry
NWS (National Weather Service) support

Vera Meier *
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SS - Contracts, web req's, invoice payments, HR issues,
SS – Credit cards, LCDS, GIS, records, telephone
SS – Conference meal tickets

Melinda Markstaller *
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Web req's, HR issues, travel processing
Credit cards, LCDS, GIS, records, telephone

Donna Pfeiffer *
x 3332
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Web req's, travel processing
GIS, FVA, records

Definitions

- ALD – Assistant Laboratory Director
- BSA – Brookhaven Science Associates
- DF – Facilities & Operations Directorate
- EM – Former Emergency Services Division
- EP – Former Plant Engineering
- ESHT&Q – Environment, Safety, Health, Training & Quality
- EU – Energy & Utilities Division
- F&O – Facilities & Operations Directorate
- FM – Facilities Operations Office
- FSS – Facility Support Services
- FVA – Foreign Visits and Assignments
- GIS – Guest Information System
- GSS – Global Shop Solutions – SC operations software for tracking jobs
- HR – Human Resources
- IM – Infrastructure Management
- LCDS – Labor Cost Distribution System
- LOA – Leave of Absence
- LP- Laboratory Protection Division
- MF – Maintenance & Fabrication Services Division
- MMC – Maintenance Management Center
- MP – Modernization Project Office
- OEM – Office of Emergency Management
- O&M – Former Operations & Maintenance
- PR – Procurement & Property Management
- SC – Former Central Fabrication Services
- SE – Former Safeguards & Security
- SI – Site Services Division
- SS – Staff Services Division